

Procedure for Registering with Inkless for DMHA Employees, Contractors and Providers

Go to www.in.gov/inkless

Click on L-1 Enrollment Services Schedule

Online Scheduling

English or Spanish

Type in First Name and then Last Name

GO

Agency Name – Click on “All Others”

GO

Application Background – “NCPA Employee Background Check”

NCPA means National Child Protection Act.

GO

NCPA Agency – “FSSA-Division of Mental Health and Addiction”

GO

Appointment Details will appear

Enter zip code – will list times and places to get fingerprinted. Pick the one that is suitable for you.

Continue with prompts.

Your fingerprints are sent to ISP electronically, and the response will be sent to the school that you chose.